

Full TST
June 23, 2026
1:30-3pm
FUHSD

Attendees: ,Sripriya Kannan, Janie Garcia, Zee Riesenberger, Tina Dave, Christian Rodriguez

Warm Up, Values & Check ins (10 min)

Warm Up: What's the strangest thing you've ever eaten?

Time keeper:

Note/minute taker:

Process observe

Recap of 2025-26: (10 min)

- Transition Activities
 - Created the Gantt tracker for all transition activities per quarter
 - *TST Project Gantt Tracker*
 - Executed those activities
- Created internal forms
 - College Info Session Scheduling Form
- Started subcommittee work to create a TST focused and student focused dual enrollment process documents
- Presented on Dual Enrollment at CAEP Summit & BACCC Adult Pathway Call

Finalize 2025-26 Transition Activities (30 min)

(TST Project Gantt Tracker)

- **Summer Transition Activities** (20 min)
 - COUN5 check in
 - Christian to check in with Thomas and Randy about opening up to general public
 - Because the class is running on a program specific teaching assignment (info from current VP of Instruction- not sure if this will be the case in future AY).
 - Class did get cancelled due to low enrollment, but it will be up and running.
 - De Anza will re-enroll the students.
 - 403A/B check in (bridge to ESLL level 2)
 - 20 saved seats from multiple sections– do we still need them saved?

- Student liked hybrid option (Sripriya will confirm saved seats numbers for our data) Hybrid: 403A: 19, 403B: 8/ Online (AM): 403A: 5, 403B: 3/ Online (PM) 403A: 5, 403B: 5
- AS on May meeting, only 1 class has surpassed the 20 mark
- Janie will check in to see what classes are at capacity
 - Saved seats have been released
 - Students can still submit DE forms and enroll- but they will not get a seat saved.
 - Students like the way the adult school and college calendars aligned for continuous learning
- Make sure Summer students have followup counseling to plan for Fall
 - Foothill: Students can reach out to Janie or Nury at Foothill
 - Who will contact these students to help them with this?
 - AS: will send email (template) to all students who took a summer course:
 - Did you get what you needed/wanted for the course
 - Fall plans:
 - Are they returning to AS?
 - Are they fully matriculated
 - Info goes on the tracker and colleges are notified
 - De Anza: Christian available until the second week of August
 - Christian, the ed plan is done in the class. He will schedule follow up appt as needed?
 - Survey (have desire add the link here)
 - Track this on the shared spreadsheet
 - AS TST connects with their returning students to make sure they have a plan?
 - Class Ending Dates:
 - COUN 5 July 16th (tiered follow-up plan)
 - NCEL 403A July 24th
 - NCEL 403B August 21st
 - NCEL 400 August 7th
 - Kim with check w/Martitza about the possibility of counseling appts
 - New Special Admit forms that include updated summer credit limit (11 units)
 - Desirie will add it to IK12 once completed
 - Janie will look into making other changes including the CRN# for FH & not De Anza
 - As of 6/23/26 summer DE form still say 6 units
- Transition Activity Counter

- Adult schools are on this
- Do the colleges have anything to track? (add saved seats)

2026-27 Transition Activities

(Set August TST meeting date)

- **Fall Transition Activities**

- *TST Project Gantt Tracker*

- **Other Goals:**

- Subcommittee Work
 - NSCCC Visit Form
 - Discuss Student Friendly Dual Enrollment Guide Reviewed step 1
 - Revisit Passport
- Discuss CTE Team Work
 - Additional Classroom Info visits fro Healthcare Pathways
 - Case Manage Manage software/tools
- Create a TST system for helping dual enrolled students re-apply once they become fully matriculated.
 - .Foothill: Students need to apply again when they become a matriculated student (the status will change or FH can do it manually). We can explain to the student when they matriculate they need to apply again or we can let the student know we will notify the college.
 - De Anza: Tiffany can't make changes in banner but she has requested to help with this. Don't add a specific section number on the DE form. Add the course name not the CRN#. Students are categorized as Special Admit Adult Ed Learners (there is no way to determine unless they reapply).
- Create a plan/strategy for students who are transitioning from adult schools to colleges that are not utilizing dual enrollment.

- **Set August Agenda**

- Have meeting in person

Remember in 2026-27

Flyer Requests

Class Name and Abbreviation Ex: Introduction to College: COUN 5

Brief Description

CRN (if De Anza)

Start and End Dates

Modality / Location

Time

Any other relevant information like deadline to register

- General NC ESL flyer? Fall
 - Early Childhood
 - Food worker
 - Computer Skills
- Can create more general FAQ'
- College Info Session Scheduling Form